

ADMINISTRATIVE - INTERNAL USE ONLY

26 February 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]

Director of Information Services

STAT

SUBJECT: OIS Weekly Report (19 - 25 February 1987)

1. The Chief, Information Management Branch, Information Resources Management Division (IRMD), conducted the first of two dedicated runnings of the Records Disposition Course designed by IRMD to cover the life-cycle of records from creation to destruction or retirement. Student comments indicate that the course was well received. The second running is scheduled for 27 February.

2. The Agency Forms Manager, assigned to IRMD, sent a draft of the revised Field Forms Catalog to the Office of Logistics and the Forms Manager, Directorate of Operations (DO) for review. After coordination, the catalog will be converted to microfiche and disseminated to foreign

[REDACTED]

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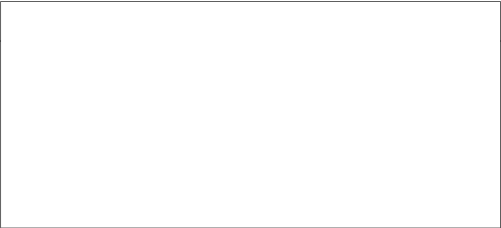
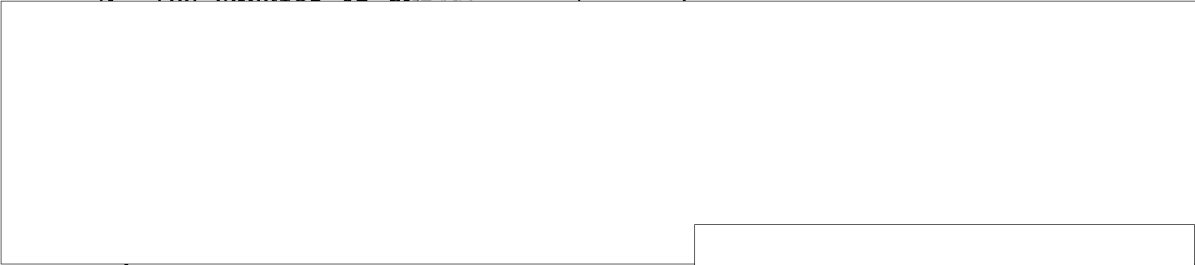
3. An IRMD representative briefed the DO Special Activity Staff on the security classification procedures prescribed in Executive Order 12356.

4. A representative from IRMD met with a representative from the Information Management Staff, DO, to discuss procedures in the Directorate of Administration for scheduling the disposition of machine-readable records, electronic recordkeeping guidelines established by the National Archives and Records Administration, and continued IRMD assistance to the DO in scheduling the product of its computer applications.

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5. The backlog of initial FOIA/PA requests stands at 1172. This



Attachment

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25 February 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM:  STAT  
Acting Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (18 - 24 February 1987)

1.	<u>The Week in Review</u>	<u>18 - 24 Feb 87</u>	<u>1987 Weekly Average</u>
	a. New cases	42	48.4
	b. Cases closed	43	48.3
	c. New appeals logged	0	0.9
	d. Appeals closed	3	2.3
	e. Manpower (man-weeks)	79.4	91.3
2.	<u>Current Workload</u>		
	a. Initial requests - 1172		
	b. Requests in administrative appeal - 155		
	c. Requests in litigation - 52		

3. Spotlighted Requests

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STAT HGH/MJD:krc, [ ] (25 February 1987) (FINAL)  
Distribution:  
Orig - Adse  
1 - DCI/DDCI/Executive Director  
1 - DCI History Staff  
1 - DDI  
1 - DDO  
1 - DDS&T  
5 - OIS  
1 - C/PAO  
1 - Comptroller  
1 - IG  
1 - OGC  
1 - OCA  
1 - OP  
STAT 1 - OL  
1 - C/IMS, [ ]  
STAT 1 - DDO/IRO [ ]  
25 - DDO/IMS [ ]  
1 - DDI/IRO  
1 - DDA/IRO  
1 - IC/IRO  
1 - OIS/LA  
1 - IRG/OS  
1 - IPD Subject  
1 - IPD Chrono  
1 - IPD Reading Board  
1 - HGH  
1 - LSS

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24 February 1987

MEMORANDUM FOR: Director of Information Services

FROM:

[Redacted]

Chief, Regulatory Policy Division, OIS

STAT

SUBJECT:

Regulatory Policy Division Activities  
18 - 24 February 1987

1. RPD is currently processing 142 jobs, a decrease of two over last weeks total.

2. The first in a series of employee bulletins on the Secretarial Job Enrichment Program has been published. These bulletins are intended to keep employees informed of the progress being made in the Agency's Secretarial Career System job enrichment program.

[Redacted]

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24 February 1987

MEMORANDUM FOR: Director of Information Services  
FROM: Chief, Classification Review Division  
SUBJECT: CRD Weekly Report, 17 February 1987 - 24 February 1987

C/CRD visited NARA with a representative of IMS/DO to investigate a potential problem with accessioned OSS records. Two areas of the 335 foot CIA Job Number 81-815 were brought to our attention by NARA personnel who found them unusual and raised questions. One involved material that had been incorporated into the DO central files from documents which were marked and should have been pulled before the records left CIA; and the second was 15 feet of index cards that contain the names, biographical and operational data on persons of some intelligence interest. The situation is being further researched by IMS/DO and discussions will be held soon with NARA on what is to be done. NARA has been completely cooperative in the matter and recognize that we may have to pull back the records deemed sensitive.

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C/CRD

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C O N F I D E N T I A L

24 February 1987

MEMORANDUM FOR: Director of Information Services

FROM:

[redacted]  
Chief, Information Resources  
Management Division

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SUBJECT: IRMD Weekly Report (17 - 24 February 1987)

SIGNIFICANT ITEMS/EVENTS

a. Records Disposition Course. [redacted] Chief/Information Management Branch, conducted the first of two dedicated runnings of the Records Disposition Course for Office of Communications (OC) personnel [redacted] on 17 February 1987. A number of members of the Information Resources Management Division assisted with presentations on their areas of expertise. The course agenda was based on the life-cycle of a record from creation to its final disposition. Comments received initially and via the student evaluation forms indicate that the course was well received. The second running of this course for OC personnel is scheduled on 27 February [redacted]

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b. Field Forms Catalog. The Agency Forms Manager sent draft copies of the Field Forms Catalog to Supply Division, OL and the DO Forms Manager for their review. Once coordination with OL and the DO has been completed, the catalog will be sent to P&PD for conversion to microfiche. We will subsequently disseminate to all foreign and domestic stations.

[redacted]

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C O N F I D E N T I A L

c. Office of Independent Counsel Request for Documents. In response to requests from the Office of Independent Counsel Document Accountability Staff files and TSCADS were searched. The search was based on the lists of names and topics contained in Independent Counsel requests one through six. Complete search results were provided to the DA Focal Point Officer and, in order to assist other Agency offices in their searches, copies of their components' Top Secret cover sheets (Form 26) and/or TSCADS listings, were provided respectively to all Agency Focal Point Officers.

d. Classification Briefings. [ ] briefed the Directorate of Operations (DO) Special Activity Staff on security classification markings and the practical application of the classification precepts contained in Executive Order 12356 - National Security Information.

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e. CDOCS. The second meeting of the CDOCS (Codeword/Collateral Document Control System) User Group has been scheduled for Thursday, 26 February 1987 in Room 1207, Ames Building.

f. Machine-Readable Records. [ ], Chief, Electronic Information Control Branch (C/EICB), met with [ ] Information Management Staff, Directorate of Operations (IMS/DO), to discuss the status and the process of machine readable records control scheduling in the Directorate of Administration, electronic recordkeeping guidelines from the National Archives and Records Administration (NARA), and the continuation of C/EICB assistance to the effort to schedule computer applications in the DO. We will continue to assist the DO in the above areas.

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h. Records Center personnel performed the following activities during the week:

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RAMS:	Made 13 additions, 20 deletions and 3 changes.
ARCINS:	Jobs received/edited: 22. Jobs keyed: 15 consisting of 1,680 entries. Jobs proofed: 5 Jobs completed: 1
ACCESSIONS:	Received 25 jobs totalling 219 cubic feet.
REFERENCES:	Serviced 1,330 requests for records, 74 were for annuitants.
DISPOSITIONS:	Transferred 340 cubic feet of material to the hammermill
SPECIAL RUNS:	One to OCA

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C O N F I D E N T I A L

DA/OIS/IRMD/ [REDACTED] (24 February 1987)

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Distribution:

Original & 6 - Addressee  
1 - IRMD Subject: IRMD Weekly Report w/att  
1 - IRMD Chrono